

**2010-2011
Teacher/Staff and Salary Survey
as of October 1, 2010**



Online Instructions

Due No Later Than December 1, 2010



**IT: Data Management and Analysis
(802) 828-3777**

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SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

Windows Users – Internet Explorer 5.0 or greater

Use link: <https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstf> Windows based machines require a j-initiator file to access Oracle applications. If you click on Start button, Control Panel and make sure you are looking at the Classic View, you should see an Icon that looks like the one at the end of this paragraph. This icon means you have the j-initiator loaded on your machine and should be able to access the Teacher Staff Collection. If you do not have the j-initiator, please contact our office at (802) 828-3777 and we will direct you to a downloadable version.



Mac Users – Safari 1.0 or greater

Use link: <http://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstfmac> If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run a DOE application from your machine before you will need a **MRJ_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. DOE Help Desk (802) 828-3777.

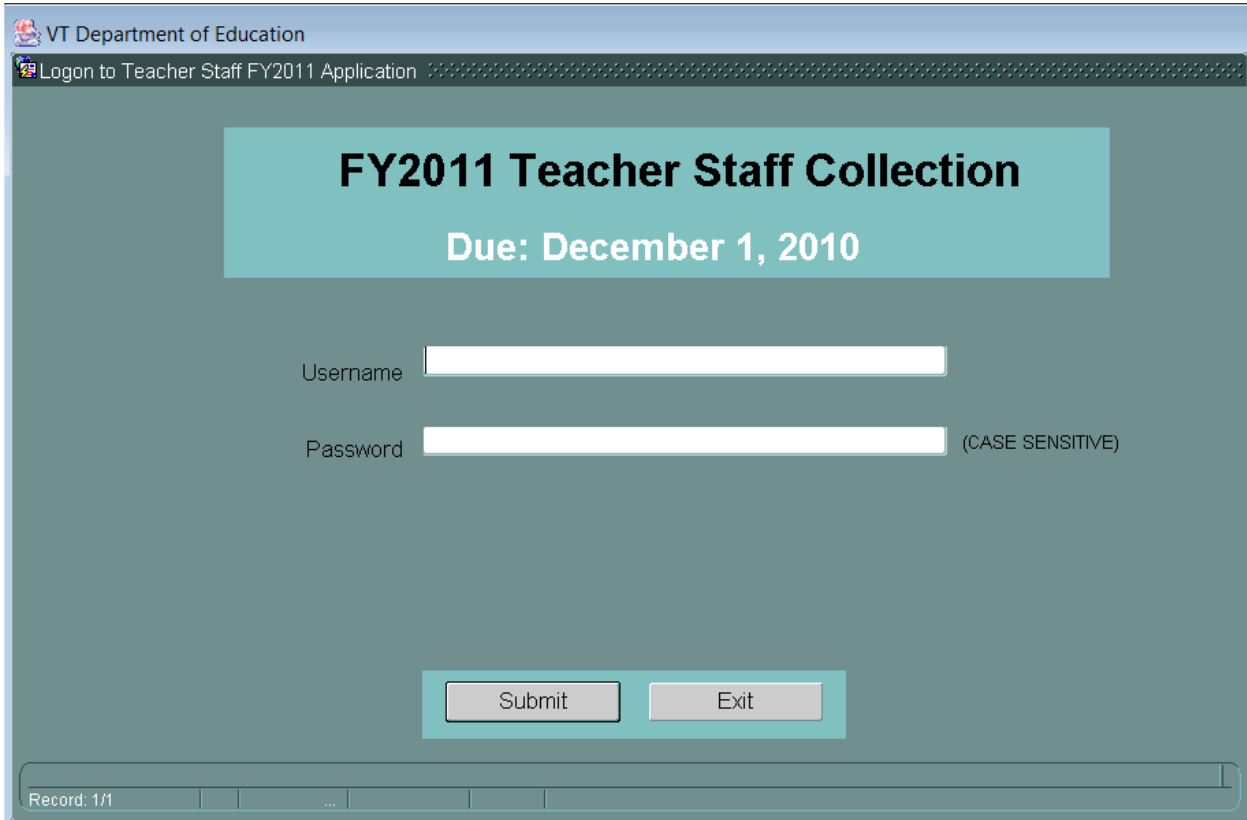
TECHNICAL SUPPORT

Call (802) 828-3777 for assistance with any software problems.

DUE DATE

The Teacher/Staff and Salary Survey is due no later than December 1, 2010.

STARTING THE APPLICATION



The screenshot shows a web browser window with the title "VT Department of Education" and a subtitle "Ligon to Teacher Staff FY2011 Application". The main content area has a teal background with the text "FY2011 Teacher Staff Collection" and "Due: December 1, 2010". Below this, there are two input fields: "Username" and "Password". The "Password" field has a note "(CASE SENSITIVE)" to its right. At the bottom, there are two buttons: "Submit" and "Exit". A status bar at the very bottom shows "Record: 1/1".

VT Department of Education

Ligon to Teacher Staff FY2011 Application

FY2011 Teacher Staff Collection

Due: December 1, 2010

Username

Password (CASE SENSITIVE)

Record: 1/1

Open Internet Browser using the appropriate link from above. Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

MAIN MENU OPTIONS

Data Entry

Enter/Edit Staff/Salary Data – This button allows you enter or edit data into a school template or edit data already entered into a school’s template.

View Contact Information – This button allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the Teacher Staff data submitted by your school.

Reports

Print Current Year Staff Salary Report – This button allows you to print a report of all data entered for a school. You may print a report at any stage of data entry.

Display Data Reporting Instructions – This button allows you to print out a copy of the data reporting instructions.

Display Software Instructions – This button allows you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to DOE – Click to display an instruction page on how to submit the Teacher Staff/ Salary data for your school.

Print Certification Report - Print the report, review the data, sign and send the report to the Department of Education.

Exit Application

Exit – This button allows you to exit the application and the data will be saved before exiting.

Data Entry

VT Department of Education
TEACHER STAFF SALARY COLLECTION FY2011

Today's Date: 10/13/2010

Enter/Edit Teacher Staff & Salary Data

Select School: PS002 - ADDISON CENTRAL SCHOOL
Return to Main Menu

Select Function: 1000 - DIRECT INSTRUCTIONAL SERVICES

Cat No	Staff Categories	Male FTE	Female FTE	Salary	Benefits	Contracted
101	Preschool/PreKindergarten Teachers	0	0	0	0	0
102	Kindergarten Teachers	0	0	0	0	0
103	Elementary Teachers (Grades 1-6)	0	0	0	0	0
104	Secondary Teachers (Grades 7-12)	0	0	0	0	0
105	Teachers of Ungraded Classes (include EEE, Special Ed.)	0	0	0	0	0
107	Teachers Aides - (PAID only)	0	0	0	0	0
108	Vocational Teachers	0	0	0	0	0

Return to Main Menu

Record: 1/7

Enter/Edit Staff/Salary Data

To enter data, select a school from the “Select School” drop down box, and then select a function from the “Select Function” drop down box. The data template for that school and function will appear.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

VT Department of Education
TEACHER STAFF SALARY COLLECTION FY2011

Today's Date: 10/13/2010

Contact Information

Teacher Staff Salary FY11 Collection

Select Schools: PS002 - ADDISON CENTRAL SCHOOL
Return to Main Menu

First Name	Last Name	Contact Phone	Contact Email
KATHLEEN	CANNON	802-877-3332	KCANNON@ANWSU.ORG

Record: 1/1

View Contact Information

This button allows you to view the name, phone number and e-mail address of the person DOE should contact in the event we have a question about your Teacher Staff data. This information is prefilled; if wrong, please call DOE at (802) 828-3777 to change it.

Reports

VT Department of Education

Department of Education

Search by Organization Name % = Wildcard Character

SEARCH

Double click on a record to select or unselect:

Organization ID	Organization Name	SU ID
PA002	BURR AND BURTON ACADEMY	SU000
PA003	LYNDON INSTITUTE	SU000
PA004	ST JOHNSBURY ACADEMY	SU000
PA005	THETFORD ACADEMY	SU000
PI004	RIVENDELL ACADEMY	U146
PS001	ACADEMY SCHOOL	SU048
PS002	ADDISON CENTRAL SCHOOL	SU002
PS007	ALBANY COMMUNITY SCHOOL	SU034

OK Cancel

Record: 1/373

Print Current Year Staff Salary Report

Select the “Print Current Year Staff Salary Report” button. A screen with schools on the top will appear. Double click on your school and then click “OK” to print reports for the selected district. You will need Adobe Acrobat Reader in order to view the report.

Teacher Staff Salary FY11 Report

School Name	PS008	ALBERT BRIDGE SCH (W WIND)			
Function	1000	Direct Instructional Services			
Staff Category	Male FTE	Fem FTE	Salary	Benefits	Contracts
Preschool/PreKindergarten Teachers	0	0	\$0	\$0	\$0
Kindergarten Teachers	0	1	\$5,146,600	\$21,662	\$0
Elementary Teachers (Grades 1-6)	0	4	\$191,279	\$71,279	\$0
Secondary Teachers (Grades 7-12)	0	0	\$0	\$0	\$0
Teachers of Ungraded Classes (include EEE, Special Ed.)	0	1	\$42,090	\$15,952	\$0
Teachers Aides - (PAID only)	0	3	\$58,256	\$4,806	\$0
Vocational Teachers	0	0	\$0	\$0	\$0
Total:	0	9	\$5,438,225	\$113,699	\$0
Function	2100	Support Services - Students			
Staff Category	Male FTE	Fem FTE	Salary	Benefits	Contracts
Attendance & Social Work	0	0	\$0	\$0	\$0

Unknown Zo

Display Data Reporting Instructions

Selecting this button will allow you to print out a copy of the data reporting instructions.

Display Software Instructions

Selecting this button will allow you to print out a copy of the software instructions.

Data Submission

VT Department of Education
TEACHER STAFF SALARY COLLECTION FY2011

Today's Date 10/13/2010

1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit to DOE" button on the Main Menu.
2. Only the Certification Report needs to be submitted to DOE; other reports are for your information only.
3. Once submitted data has been accepted by the DOE, it cannot be changed without contacting DOE to reset your school. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

[Return To Main Menu](#)

Record: 1/1

Review Data Submission Checklist

1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit Data to DOE" button on the Main Menu.
2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.
3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

VT Department of Education
TEACHER STAFF SALARY COLLECTION FY2011

Today's Date 10/13/2010

Select School(s) for Submission to DOE

- 1) Click on "Show all Schools" button to see a list of all LEAs that have not passed review.
- 2) When the window opens, select or de-select the Schools you would like to submit by double clicking on a record. After selections are made, click on the "OK" button to return to this form.
- 3) Click on the "Submit to DOE" button and your data will undergo a quality check. You will be notified when the process is completed.
- 4) If all data meets the given criteria, your data will be submitted on completion of this process. If it does not, then you will be shown a printable error log. Do any necessary corrections and re-submit.
- 5) Once submitted data has been accepted by the DOE, it cannot be changed without contacting DOE to reset your school(s). Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted.

[Show all Schools](#) [Return to Main Menu](#)

Record: 1/1

Submit Data to DOE

Select School(s) for Submission to DOE - Click for the instruction page on how to submit the Teacher Staff data for your school. Click button labeled “Show all schools” to select your school for submission to DOE by double clicking on the School ID or name.

Double click again to de-select. When the next screen appears, click on “Submit to DOE”.

teacher staff data FY11 certification signature report

OrgID	Staff Category	FY10 FTE	FY11 FTE	FY10 Sal	FY11 Sal	FY10 Avg Sal	FY11 Avg Sal
PS008	101	.00	.00	0	0	0	0
	102	1.00	1.00	51,466	5,146,600	51,466	5,146,600
	103	4.00	4.00	191,379	191,379	47,845	47,820
	104	.00	.00	0	0	0	0
	105	1.00	1.00	42,090	42,090	42,090	42,090
	107	3.00	3.00	58,256	58,256	19,419	19,419
	108	.00	.00	0	0	0	0
	201	.00	.00	0	0	0	0
	202	1.00	1.00	12,275	12,275	12,275	12,275
	203	.00	.00	0	0	0	0
	204	.00	.00	0	0	0	0
	205	.00	.00	0	0	0	0
	206	.00	.00	0	0	0	0
	207	1.00	1.00	29,400	29,400	29,400	29,400
	209	.00	.00	0	0	0	0
	301	1.00	1.00	9,576	9,576	9,576	9,576
	302	.00	.00	0	0	0	0
	303	.00	.00	0	0	0	0
	304	.00	.00	0	0	0	0
	305	.00	.00	0	0	0	0
	306	.00	.00	0	0	0	0
	307	1.00	1.00	23,053	23,053	23,053	23,053
	308	.00	.00	0	0	0	0
	309	.00	.00	0	0	0	0
	311	.00	.00	0	0	0	0
	321	.00	.00	0	0	0	0
	331	.00	.00	0	0	0	0
	401	.00	.00	0	0	0	0
	402	.00	.00	0	0	0	0
	403	1.00	1.00	29,400	29,400	29,400	29,400
	421	.00	.00	0	0	0	0
	501	1.00	1.00	69,000	69,000	69,000	69,000
	502	.00	.00	0	0	0	0
	503	.00	.00	0	0	0	0
	504	.00	.00	0	0	0	0
	505	.00	.00	0	0	0	0
	601	.00	.00	0	0	0	0
	603	.00	.00	0	0	0	0
	604	1.00	1.00	19,500	19,500	19,500	19,500
	605	.00	.00	0	0	0	0
	701	.00	.00	0	0	0	0
	702	.00	.00	0	0	0	0
	703	.00	.00	0	0	0	0
	704	.00	.00	0	0	0	0

I certify that the above data is correct to the best of my knowledge _____ Date _____

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Print Certification Report

Print the report, review the data, sign and send the report to:

Vermont Department of Education
Data Management and Analysis Team
120 State St.
Montpelier, VT 05620

Exit Application

Exit

Click, “Exit” to exit the online application.